



Application A

**Utah Department of Workforce Services (DWS)  
APPLICATION TO PROVIDE BASIC EDUCATION TRAINING SERVICES  
Public Schools (USOE)**

School Name	
Street	
City	
State	
Zip Code	
If mailing address differs from the training location, please provide that address:	
Contact Name	
Contact Phone Number	
Contact Fax Number	
Contact E-mail	
Toll Free Number	
Web Address	
Are you a public school governed by the Utah State Office of Education?	YES / NO (If no, you will need to complete a different application)
For electronic payment through a point of sale/credit card machine, please list your Merchant Number/Acceptor ID Code:	
If you do not have a point of sale/credit card machine, please complete the Form FI-16V (last page of application) with the direct deposit account information for your school	
Program Name(s), Cost and Description: (Example: GED Prep, ESL etc.) Please list assessment and post assessment tools used.	



## Application A

By signing this application, you are agreeing that your school will:

- ☐ Provide DWS students with progress and attendance reports upon request.
- ☐ Notify DWS of any changes including addition or deletion of courses, programs or locations, changes in program cost, accreditation, approval, certification and/or license and relocation or change of ownership. Depending on the change, it may require a new application approval process.
- ☐ Have an adequate facility that abides with ADA guidelines.
- ☐ Abide by the DWS Equal Opportunity Clause:
  - Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I – financially assisted program or activity:
    - Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
    - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
    - The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
    - And Title IX of the Education Amendments of 1972, as amended which prohibits discrimination on the basis of sex in education programs.
- ☐ Not recruit on DWS premises without DWS Employment Center Manager's approval.
- ☐ Not rely solely on funds from DWS to remain in business.
- ☐ Not use your organization or corporate names and logos, or pass out materials identifying yourself to the media, to business or other organizations/associations, or to individuals, in the context of conducting any DWS operations or contracted services.

I certify that the information contained herein is complete and accurate to the best of my knowledge, and is furnished for the purpose of obtaining DWS approval to offer services in the State of Utah, and in conformity with the standards set forth by the State of Utah.

Should circumstances result in any modifications of the content, I will advise DWS. I understand that failure to abide by the rules may result in a further review of services and possible termination of application status or approval of services.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail the completed application to:  
Attn: Kathleen Johnson  
Department of Workforce Services – OSD  
140 E 300 S  
Salt Lake City UT 84111



## Direct Deposit Authorization Form for Electronic Funds Transfers (EFT) for Vendors

### Payee Information

Name of Business or Individual		Vendor Code	SSN or EIN	
Street Address		City	State	Zip Code

### Option 1

Attach a voided check and sign the *Authorization for Setup* below. (A photocopy of a voided check will not be accepted). Do not attach a deposit slip since deposit slips do not contain sufficient information for processing.

### Option 2

Provide financial institution and account information on this form and sign the *Authorization for Setup* below.

### Financial Institution

Financial Institution Name		City	State	Zip Code
Routing Transit Number (9 DIGITS)		Account Number	Type of Account	
			Checking	Savings

### Authorization for Setup

I hereby authorize the State of Utah ("the State") to initiate credit entries to the account number listed above ("this account"). I further authorize the State to correct credit entries made in error to this account. I agree that this AUTHORIZATION FOR SETUP is to remain in full force and effect until the State has received written notification from me of its termination, in such time and manner as to afford the State and the Financial Institution a reasonable opportunity to act upon my notification. I recognize that if I fail to provide complete or accurate information on the above DIRECT DEPOSIT AUTHORIZATION FORM FOR ELECTRONIC FUNDS TRANSFERS (EFT) FOR VENDORS ("this form"), the processing of this form may be delayed and/or my payments may be erroneously transferred. In the event that funds are erroneously transferred due to my failure to provide complete or accurate information on this form, I hereby hold the State harmless for the recovery of such erroneous transfers, notwithstanding any reasonable attempts made by the State to correct such errors.

I, the undersigned certify that I am authorized to provide the above information and the information is true and correct.

Authorized Signature		Printed Name	Title
Date (mm/dd/yyyy)	Email Address	Telephone Number (xxxxxxxxxx)	Fax Number (xxxxxxxxxx)



## Vendor Number Application/Update (Substitute W-9 Certification)

### Ownership Type that Applies to You or Your Business (Select one and supply a SSN or EIN as applicable)

- |  |  |
|--|--|
| <input type="radio"/> <b>Individual</b><br>SSN _____   | <input type="radio"/> <b>Governmental Entity</b><br>EIN _____          |
| <input type="radio"/> <b>Sole Proprietorship</b><br>(Includes one-member Limited Liability Companies)<br><input type="radio"/> SSN <input type="radio"/> EIN _____ | <input type="radio"/> <b>Nonprofit Corporation</b><br>EIN _____        |
| <input type="radio"/> <b>Partnership</b><br>(Includes Limited Liability Companies with two or more member)<br>EIN _____  | <input type="radio"/> <b>Trust</b><br>EIN _____                        |
| <input type="radio"/> <b>Corporation</b><br>(Professional Corporation, S-Corp, etc.)<br>EIN _____  | <input type="radio"/> <b>Other</b> _____<br>(Be specific)<br>EIN _____ |

### Type of Business (Select Yes or No as applicable)

Does your business provide Medical Services? ☐ Yes ☐ No

Does your business provide Legal Services? ☐ Yes ☐ No

### Name

**Name as reported to IRS** (for individuals & sole proprietors this should be the name of the individual) \_\_\_\_\_

**Business Name, Trade Name or DBA** (if different then above) \_\_\_\_\_

### Address for Payments

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

**NOTE:** If you prefer to receive payments as Electronic Funds Transfers (EFT) to your bank account, complete an FI 16V - Direct Deposit Authorization for Electronic Funds Transfers (EFT) for Vendors. This form is available at <http://efinance.state.ut.us/evendor>.

### Certification

IRS regulations state that if you fail to provide the correct *Social Security Number* or *Employer Identification Number* requested above, you may be subject to a penalty. If you willfully provide false information you may be subject to criminal penalties including fines and/or imprisonment.

**I, the undersigned certify that I am authorized to provide the above information and the information is true and correct.**

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Email Address

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Fax Number

Return to: \_\_\_\_\_  
Department of Workforce Services

or

Fax to: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_